THE

Plaineſt, Eaſieſt, and Prettieſt

METHOD

Of Writing

Short-Hand,

Ever yet Publiſhed.

By *F. T.*

Diu, Multumque Deſideratum.

The Second Edition.

LONDON:

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(Price 1s.)

Any Perſon who deſires to Learn, may be Taught by the Author, who is to be ſpoken with at Mr. *Lewis*'s before mentioned.

MVSEVM
BRITAN
NICVM

6 D C

THE PREFACE.

A Great many (a) *Methods of writing Short Hand, have been Publiſhed by Authors, but ſo Difficult, Confuſed, and Burdenſom to the Memo-*

(a) Above 30 are already in Print.

ry, that inſtead of encouraging, they have only ſerved to deter many from Learning, who wou'd have reaped great Benefit by it, had ſuch an Eaſy, Plain, and regular one being propoſed as this is; not at all burdenſome to the Memory, but ſo very eaſy, and plain, that the meaneſt capacity may much eaſyer Learn it, then long Hand: and Write as much

in

in one Hour, as otherwiſe in a whole Day: as much on one Page, as otherwiſe on Five or Six: and conſequently have as much repreſented to the view at one Glance, as otherwiſe wou'd require the Reading of ſeveral Hours: which makes it ſo great a help to the Memory, that as much may be read, and Studied in one Day, as otherwiſe can in a Week:

from whence 'tis eaſy to Judge the Profit of it, ſince by it ſo much Time and Labour is ſaved. 'Tis by Short Hand that all Speeches, Homelies, Tryals, Sermons *&c. are, and ever have been taken, and Tranſmitted to Poſterity. So that nothing can be more uſeful to all Perſons of Learning, and Buſineſs whatſoever, for the ready, ſpeedy, and ſecret*

ſecret Writing down their own Notes, and Obſervations; taking of **Tryals, Speeches, Sermons** *&c. And were this way of writing but Taught from the begining inſtead of long Hand, as much progreſs might be made in Studies in* 4 *or* 5 **Years,** *as now is in* 10 *or* 12. *and that with much leſs Pains and Labour.*

In the begining write but a little at a Time, and Read preſently over what you have Writ, till the Characters are well fixt in your Memory.

Note, The Method here Propoſed, is not by any Symbolical Characters, Arbitrary Ideas, or ſuch like Fooleries, with which Authors of Short-Hand are uſually cram'd: ſo puzling, and burdenſome to the Memory, that they are rather fit to

to diſtract, then to teach Short-Hand: But follows regularly, by a few Rules, and Principles; ſo certain, that when you can write one Line, you may write ten Thouſand: And is equally fitted to any Language, whether *Engliſh*, *French*, *Latin*, or any other, which never was yet Perform'd by any one Author.

1		2		utio		6		des	
a	ı	han		nation		veritas		dis	
b	l	hen		question		bilitas		disert	
c	c	hin		vision		tatis		libert	
d	ı	hon		motion		tati		nant	
e	ε	hun		cushion		tatem		nent	
f	⌉	na		tionis		tate		ningly	
g	⌈	ne		tioni		tates		ou	
h	ı	ni		tionem		tatum		pec	
i	·	no		tione		tatibus		pl	
j	ȷ	nu		tiones		7		rth	
k	(	3		tions		And		satis	
l	∪	Joël		tionum		au		sed	
m	ɔ	Joäs		tionibus		bilibus		simpl	
n	–	Noë		5		ble		sr	
o	⌈	omnia		atia		br		subj	
p	o	manus		etia		brd		super	
qu	~	human		itia		brt		sus	
r	r	Fraus		otia		cath		test	
s	∖	Found		utia		ch		th	
t	/	Roy		tia		chr		thr	
u	⌣	Boil		tiam		cr		tr	
v	∩	4		tiarum		circa		trans	
w	⌒	atio		tiorum		circum		vel	
x	+x	etio		tiis		com		vol	
y	y	itio		tias		cum		ver	
z	z	otio		tium		con		vir	

J. Nutting Sculpsit

THE

Plaineſt, Eaſieſt, and Prettieſt

METHOD

Of Writing

Short Hand, &c.

CHAP. I.

Of the Alphabet.

SEE the Characters corresponding to the Alphabet in the Engraven Sheet

Sheet, N°. 1, which muſt perfectly be learnt by heart, being the Foundation of this ART.

The Difference between *A*, *D*, and *T*, is: *A* is never writ but at the beginning of a Word, being only as it were a little touch of the *Pen*, always Drawn upwards, and always joined at the upper part to the following Letter,

D. in the begining of Words is alwayes drawn downwards, and when joined to the following Letters,

'tis

'tis alwayes at the lower part: But if the following Letter, is not joined to it, 'tis ſufficiently Diſtinguiſhed from *A.* becauſe *A* is alwayes joined to the following Letter, and that at the upperend. In the Middle or end of a word 'tis drawn either up or down as the word requires ----*T*, is longer then *A*, or *D*, and is Drawn either up or down, in the begining, middle, or end of a Word, as the convenience of the Word requires. See N°. 7. *And. Des. Sed. Satis. Teſt* &c.

I,

I, in the begining of a Word is expreſs'd by a ſmall Tittle or touch of the *Pen*, taking the *Pen* off again, and ſo proceed in an even line to the following Letter.

P, is a Circular mark, and eaſily falls in with any other letter,

Qu, are never disjoined.

A little ſtroak drawn from any letter is *R*, which little ſtroak, if Drawn ſomething longer, is not only *R*,

R, but *D* alſo following it. And if that little Stroak be drawn up yet longer, *viz.* the length of *T*, 'tis then *R*, with a *T*, after it. See N°. 7. *Br. Brd. Brt. Note*, the ſound of *D*. being like a flat dead *T*. One cannot well Miſtake in the Reading.

X. Is two Stroaks, ſtrait or ſlope, for the better joining with other Letters.

CHAP,

Chap. II.

Of the Conſonants and Vowels.

TWO or more Conſonants occurring togather, muſt be joined without taking off the *Pen*, 'till you come at a Vowel. See N°. 7. *Smpl.*

When a Word begins with a Vowel, write the Character of the Vowel, and join to it the following letter: unleſs the word begin with *I.* then having made

made the Tittle for *U*, I proceed in an even Line with the following Letters.

But Vowels in the middle or end of words, in this ART are never written, (except in the Dipthongs *au, ou.* and *oy.* of which afterwards.) But underſtood.

I. In the Middle of words, by writing the following Conſonants in certain places aſſigned for the Vowels about the word. See N°. 2. *han. hen. hin. hon. hun*

II. In the end of a word, by putting a tittle in the Vowels place. See. N°. 1. *Na. ne. ni. no. nu.*

When two Vowels in the Middle of a Word muſt both be expreſs'd, put a tittle in the firſt Vowels place; and the Conſonant which follows the Second Vowel, either in the place of the Second Vowel about that tittle: Or elſe in an even line with that tittle: The reading cannot but determine what Vowel the Second

cond is. See N°. 3. *Joel. Joas.*

When two Vowels muſt both be expreſs'd in the end of a word, make a tittle for the firſt Vowel, in it's reſpective place about the laſt Conſonant, and another tittle for the Second Vowel, in it's reſpective Place about the firſt Tittle. See N° 3. *Noe.* But oftentimes altho' a word have two Vowels in the Middle or End (as it frequently happens in *Latin*) which ſeem both to require to be expreſſed, yet 'tis com-

monly ſo ſway'd by the Sound of the laſt, that altho' the place of the firſt Vowel be not regarded; and the Conſonant following the Second, or the Tittle for the Second Vowel, be put in the place of the Second Vowel about the Conſonant, the Reading will not be a jot Interrupted. See N° 3. *Omnia*.

When the firſt Vowel in a Word is *A*. and the Second U. or the firſt U. and the Second *A*. Write the Conſonant following the Second Vowel,

Vowel, in an even Line with the foregoing Conſonant: the ſence will determine what Vowel the Second is. See N°. 3. *Manus. Human.*

Chap. III.

Of Dipthongs.

Dipthongs are commonly reduced to their Predominant Vowel, as *Jſrel* from *Jſrael*, *Hart* for *Heart*.

But when *Au. Ou. Ai.* and *Oi.* muſt be expreſſ'd in their proper Sounds, Write 'em thus.

In the beginning of a word for *Au*, *Ou*, *Ay*, and *Oy*, write the Characters for

for both Vowels joined together, See N° 7. *Au. Ou* And as for *Ai.* and *Oi.* instead of them write *Ay* and *Oy* for all words beginning with *Ai*, and *Oi*, are as commonly writt with *Y* as *I.* as *Ayr. Air. Oyl. Oil.*

In the Middle or End of a word for *Au*, always join the Character for the Vowel U, to the foregoing Consonant, having no regard to the *A.* See, N°. 3 *Fraus.* For *Ou*, or *Ow*, put the Character for U, in the place of *O, always Disjoined.* See, N°. 3. *Found*, In

In the middle of a word for *Ai*, and *Oi*, either write the Character for *Y*, instead of *I*, or else make a tittle in the place of the first Vowel, and put the Consonant following the second Vowel, in an even line with the tittle, which is the place of *O*, See N°. 3. *Roy.*

CHAP,

Chap. IV.

Some Rules for Writing.

I. THIS an Universal rule in this Art, that no more is to be Writ of a word, then is necessary for its Sound, and Distinction from other words.

II. No Letter is to be doubled.

III. *E*, before *X*, is always omitted.

IV. Several letters may often be left out, as *Flem*, for

for *Phlegm.* *Det* for *Debt*, *Dater* for *Daughter.*

V. Many Vowels may be omitted when a ſufficient Combination of Conſonants determine the word, as *Bthlm* for *Bethlehem*, *Elzbth* for *Elizabeth*.

VI. The place for *E*, need ſeldom be minded, it being commonly ſounded in the joining the Conſonants: and that eſpecially if the Conſonants include the ſound of *E* in them, as *B*, *C*, *D*, *G*, *P*, *T*, &c. as *Bnjamin* for *Benjamin.*

VII.

VII. The Character for *Y*, is always writ in the begining of a Word. In the middle and end, 'tis ſupplied by the place of *I*, when it ſounds like *I*, but in the Dipthongs *Ay* or *Oy*, *Y*, is put in the place of *O*, as was ſaid in the foregoing Chapter.

VIII. Prepoſitions and Terminations are expreſſed by joining the Conſonants togather (except only the Characters for *Circum* and *Trans*, See N°. 7.) with the omiſſion of the Intermediate

mediate Vowel, which cannot but be ſupplied in the reading. See all N°. 7.

IX. If the Character for *N*, be drawn ſomething longer then for the ſingle letter: it ſignifies *N*, to be doubled, with ſome Vowel between, which cannot but be ſupplied in reading, See N°. 7. *Nant*, *Ningly*.

X. The Terminations *ion* in *Engliſh* and *French*, and *eo*, and *io*, in *Latin*, immediately following *S*, or any other Letters, which have the Sound of *S*, includ

ed

ed in them, as *C*, *T*, *X*, &c. they having all much the ſame Sound: are expreſſ'd by a large Title in the place of the neareſt Preceeding Vowel, omitting whatever Conſonants come between. The ſenſe in reading, and Language one Writes in, will determine what Conſonants are to be ſupplied, and whether the Termination be *io* or *ion*. For example to write *Nation*, *Queſtion*, *Viſion*, *Motion Cuſhion*. *Relation*, *Connexion*, *Suſpition*, *Devotion*, *Confuſion*.

Having

Having made the Character for the former part of the word, put a large Tittle in the place of *a*, *e*, *i*, *o*, or *u*. about that Character to expreſs the Terminations *ation*, *eſtion*, *iſion*, *otion*, *uſhion*. *ation*, *exion*, *ition*, *otion*, *usion*, See N°. 4. The little ſtroak downwards about which the great Tittles are placed in the Engraven Sheet, in theſe and other examples, is only to ſupply the place of any Character.

In the ſame manner, by putting a large tittle either over

over, under, or on one ſide, for Example, of the Characters for *Ad*, *D*, *Ex*, *F*, *M*, *N* or *S*. That Character with ſuch a Tittle ſignifies, *Adactio*, *Adheſion*, *Addition*, *Adoption*, *Aduſtio*. *Dario*, *Decio*, *Dictio*, *Doceo*, *Ductio*. *Exaction*, *Exemption*. *Exitio*, *Exortio*, *Exuſtio*.— *Faction*, *Fiction*, *Foſſio*, *Function*. *Manſion*, *Mention*, *Miſſion*, *Motion*, *Mulceo*. *Nation*, *Neſcio* *Notion*, *Nuncio*. *Satio*, *Section* *Sitio*, *Socio*, *Sumptio*, &c. according to the Vowels in whoſe place the great tittle is put. In

In the ſame manner are writ all other words of this Nature, whether Verbs as *Satisfacio, Diſſentio, Afficio, Conſcio, Percutio.--Placeo Coerceo, Objicio, Doceo, Fulcio. Taceo, Exerceo, Diſpliceo, Noceo, Relucco.*

Or Nouns of the Third Declenſion in the Nominative Caſe, as *Occaſio, Exceptio, Cognitio, Reſponſio, Compunctio. Tranſactio, Confeſſio, Juriſdictio, Adoptio, Concluſio Negatio, Collectio, Conditio, Pæmotio, Solutio.*

Or

Or words in *Engliſh*, and *French*, as *Faſhion*, *Discretion*, *Condition*, *Devotion Solution*. *Foundation*, *Intention*, *Definition*, *Proportion*, *Conſumption*----*Salvation*, *Affection*, *Tradition*, *Extortion*, *Convulſion*. For after having writ the Character for the beginning of the word, to the Vowel immediately before the Termination, *eo*, *io*, or *ion*. put in that Vowels place, a large tittle to expreſs all the remainder.

Sometimes according to this Rule, the ſame Charac-

ter expreſſes different words. when this happens, the reading will determin what Conſonants are to be ſupplied, and Conſequently what word the Character ſtands for: As for example. The ſame Character ſignifies *Faction*, and *Faſhion*, *Convention*, and *Converſion*, *Diſſection* and *Diſſention*, *Exception* and *Exemption*, *Devotio* and *Divortio*, *Noceo* and *Notio*; *Compulſion* and *Compunction* &c. The reading cannot but determin which Word agrees beſt with

with the Senſe. For if I ſee for Example the Character for *Conv* and a large Tittle in the place of *e*, I know the Termination of the word is *etio*, *entio*, *erſion*, or ſome ſuch like ending: it can be nothing but Convention or Converſion, which: the Senſe will eaſily tell me.

Nor will this be Difficult: For even in Long-Hand, oftentimes equivocal Abbreviations are often written, which can only be determined to Signifie one Word rather then another,

by the Senſe in Reading. For example, *Ch.* ſtands for *Chapter, Charles, Church &c.* *Col.* for *College. Colloſſians. Colonel &c.* For Words of this Nature have ſuch oppoſite Significations, that 'tis harder to miſtake the true word, then to read it

Theſe Engliſh and Latin words. *Action, Arceo, Auction Exeo. Oſtio, Otio, Ultio, Unctio &c.* are excepted from this Rule. Becauſe beginning with that Vowel, in whoſe place the large Tittle ſhould be put, they muſt be writ

writ at length according to the foregoing Rules.

To this Rule may be reduced ſome few words whoſe Terminations altho' in tian or cian: yet in pronouncing differ little from words ending in tion, and conſequently may be expreſſed by a large tittle as they are. Such are Arithmetician. Grecian, Magician Mathematician, Muſician, Phyſitian, Rhetorician &c. which differ nothing at all in Sound from Addition, Commiſſion &c. To writ

therefore Grecian for example; having made the Character for *Gr* put a large tittle in the place of *e* to expreſs the Termination *ecian*, and ſo of the reſt. This 10th Rule contracts in the Three Languages near 10000 words: and thoſe of common uſe.

XI. The Terminations *ea* and *ia* in Latin immediately following *C*, *S*, *T*, or *X*, are expreſſed by a ſmall touch of the *Pen* drawn downwards, (almoſt like the Character for *H*, but not ſo

ſo long) in the place of the neareſt preceeding Vowel, omitting whatever Conſonants come between. The ſenſe will determine here, as in the foregoing Rule what Conſonants are to be ſupplied. For Example, to Write *Audacia. Eccleſia. Juſtitia. Atrocia. Verſutia* &c: Having made the Character for the former part of the Word, put a ſmall touch of the Pen, drawn a little downwards in the place of *a. e. i. o.* or *u.* about that Character, to expreſs the

Terminations, acia. eſia. o-cia. utia. See N°. 5. In the ſame manner are writ all other Words of this nature: Whether Nominative caſes ſingular of the firſt Declenſion; as Gratia, Modeſtia, Amicitia, Hoſtia, Fiducia. Subſtantia, Potentia, Triſtitia, Lucia.

Or Neuters plural, of Nouns of the 2*d*, Declenſion. As Palatia. Pretia. Officia. Negotia, Induſia.

Or Feminines ſingular, and Neuters plural of Adjectives after the firſt and

2*d*,

2*d*, Declenſion. As Hordeacea Neſcia, Propitia. Socia, Nuncia.

Or Neuters plural of Adjectives after the 3*d*. Declenſion. As Capacia. Cæleſtia. Felicia. Velocia. Dulcia.

Or Neuters plural of Participles in ans, or ens. Imperative Moods, or other ſuch like Words. As Amantia. Sequentia. Provincia. Inſontia. Pronuncia, *&c.* After having writ the Character for the begining of the Word, to the Vowel immediately

mediately before the Termination ea, or ia, put in that Vowels place, the ſmall touch of the Pen drawn downwards juſt now mentioned, to expreſs all the remainder.

Theſe Words Aſia, Entia Oſtia, Otia, *&c.* are excepted from this Rule; becauſe begining with that Vowel in whoſe place, the ſmall touch of the Pen, drawn downwards, ſhould be put, they muſt be Writ at length according to the foregoing Rules. This *11th.* Rule

Contracts

Contracts near 7000 common words.

XII. The oblique Cases in *Latin* of Words mentioned in the 2 laſt foregoing Rules, are expreſſed in this manner. If the Caſe end in a Vowel as *Perfectioni. Quæstione. Scientiæ.* &c. Put a tittle in that Vowels place about the Character for the Termination. If it end in a Conſonant, as *Perfectionis, Quæſtionem,* &c. put the Character for the conſonant in the place of the preceeding Vowel, about the Character

racter for the Termination. See No. 4.

For the Termination *bus* Write only the Character for *b* without taking notice of *us*: which ſufficiently determines the Word to the Dative or Ablative caſe Plural. This Rule takes place alſo in all other Words ending in *bus*: which Termination is only to be expreſsed by the bare Character, for *B* at the end of a word. The Senſe will diſtinguiſh Words of this Nature from Words ending in *B* in *Engliſh*,

Engliſh, or *French* by the Language one Writes in.

Plurals in *Engliſh* and *French* as Relations, &c. are expreſſed by the adition of the Character for s to the Character for the Termination. This 12*th*, Rule contracts near 13000 Words of frequent uſe.

XIII. The termination *tas* in *Latin*, is expreſſed by drawing a ſmall ſtroak full againſt the end of the preceeding conſonant. See N°. 6, *Veritas*. When a word ends in bilitas or bility, draw the ſmall

ſtroak full againſt the bottom of the Character for *h*, having no regard to the *l*. See N° 6. -----The oblique Caſes are expreſſed here by the addition of the Character for the laſt Letter of the word, to this ſmall ſtroak, as in the foregoing rule was done to the large Tittle. See N° 6. This rule contracts near 2000 words of common uſe.

Several of the Characters of the Alphabet may ſignifie whole words which oftneſt Occur: as the Character for

d.

d, de. h, hæc. i, in n, non. not, o, of p poteſt, q, quia, quoniam, r, ergo, igitur, s eſt is t, the u, ut, v, *vel,* z, *Scilicet, videlicet, to wit,* &c.

As for Comma's, full Points &c. They may be made here, as in *Long Hand* only a little farther from the Word, to diſtinguiſh 'em from being part of the Word: or elſe leave a little ſpace between Sentences: For the end of *Short Hand* is not to Write a great deal in a little room, (as many falſly imagin) but a great deal

deal in a little Time, and as for keeping pace with a moderate Speaker, which Authors of *Short-Hand* ſo much boaſt of, 'tis what not one in 20 of the Authors themſelves (let 'em pretend what they will) nor one in 500 Learners, could ever yet do, by any Method yet extant. The reaſon is, their Alphabets are all ill choſen, and the Characters too Compound to fall in readyly one with another. which difficulties has ſet 'em upon inventing

long

long Rouls and Catalogues of arbitrary Prepoſitions, and Terminations, Symbolical Characters, and ridiculous Ideas, as many in Number as the words they ſignifie, and ſuch like Puzling, Nonſenſical Fooleries, which have no connexion with their Alphabet, fit rather to crack the Learners Brain then to teach him *Short-Hand.* ——Now were but theſe difficulties removed, 'tis certain that for one learner hitherto, there would be *Twenty*: for every body

would be glad to write *Short Hand*, if they could but eaſily learn it.----As for the Alphabet here propoſed 'tis the moſt ſimple and leaſt compound, and conſequently requires the leaſt ſetting of *Pen* to *Paper*, upon which foundation all *Short-Hand* muſt be built, of any yet extant, (above 30 Printed Books of *Short-Hand* having been dilligently peruſed and Studied for the compiling of this.) The Charcters alſo are ſo choſen as to expreſs by only being joined toge-

ther

ther any Propoſition, or Termination, without recourſe to Arbitrary Characters, (I might ſay Fooleries) and this by the Rules contained in the firſt 3 Chapters of this Book, of which when any one is but Maſter, he underſtands the whole ART: for the 4*th* Chapter contains only Rules for eaſyer Writing, which Perſons may either follow, or let alone, as they pleaſe. Hence 'tis preſumed that whoever compares this Book with others on the ſame Subject, will acknowlege it juſtly intitled, *the Plaineſt Eaſieſt, and Prettieſt Method of Writing* Short-Hand *ever yet Publiſhed.*

FINIS.

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